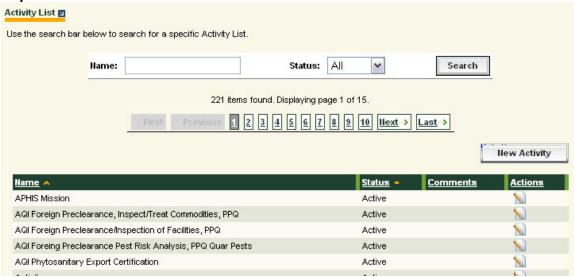## ACTIVITY LIST

Activity List gives users tools to add, edit or remove activities that are used throughout the ACMS system.

Activity administration gives users tools to add, edit or remove cooperators that are used throughout the ACMS system.

Step1

Type in a activity type to search for a specific cooperator type or use the **<next>** button to browse the cooperator types listed. **<click>** a column header to resort the order in which the results are displayed.

Name: Type in a name for the activity
*This is a required field

Comments: Add any additional comments for the cooperator type

Status: Set the status of the activity to active to enable this activity type throughout the ACMS or set the status of the activity type to inactive to disable this cooperator in ACMS.

<click save> to save your activity and return to the previous screen or **<click cancel>** to discard your information and return to the previous screen.